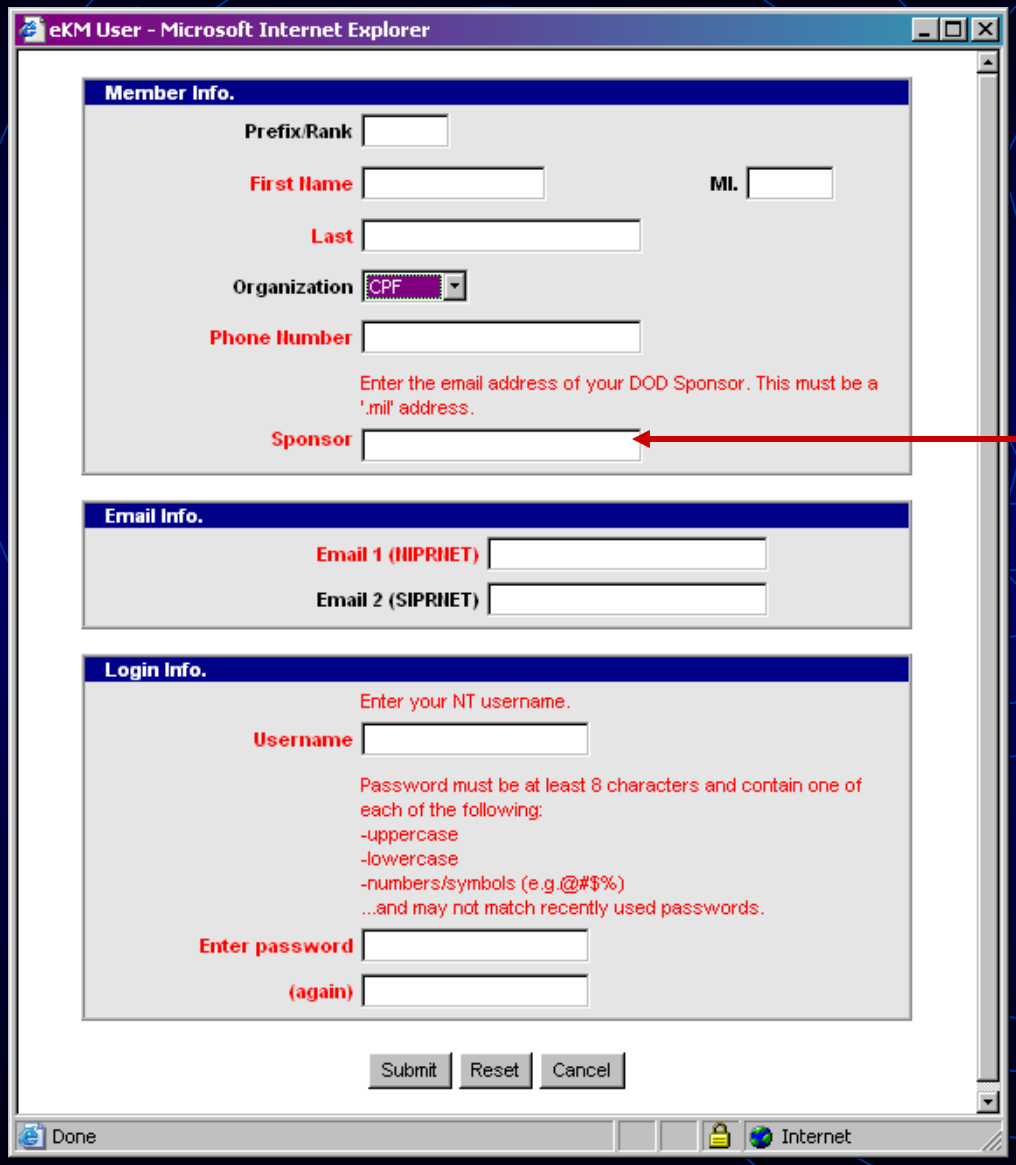
Establishing an eKM account

Go to the eKM web site…

https://extra.cnrsw.navy.mil/ekm2/asp/portal/index.asp

Click here



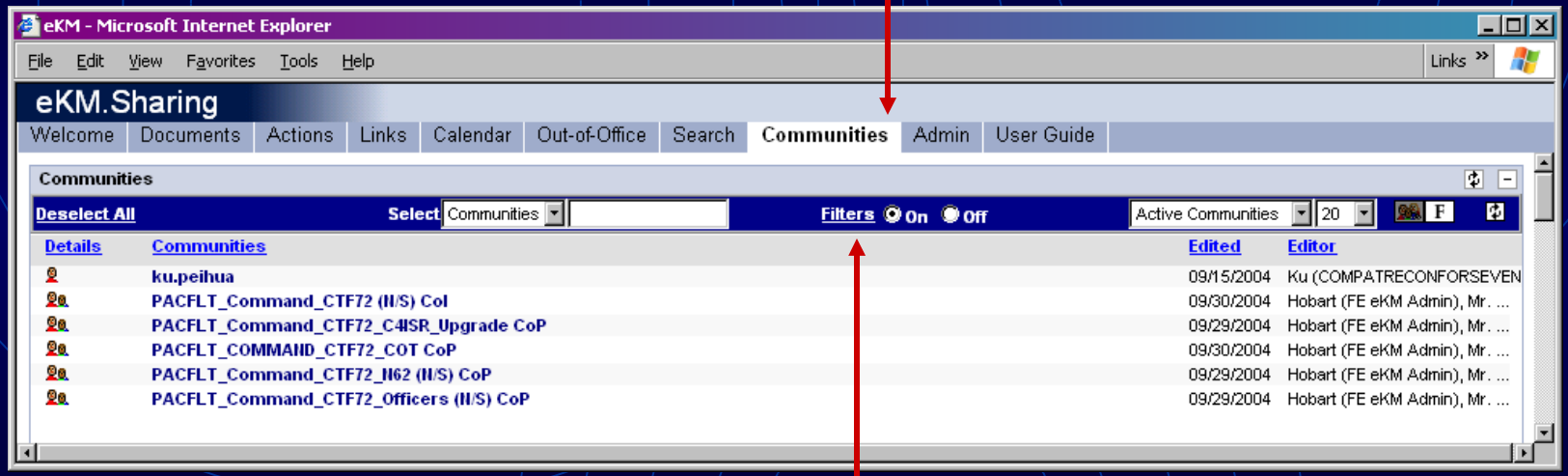
For sponsor, enter ku .peihua@nafm.misawa.af.mil

Also, let LTJG Ku know which communities you would like to join.

You will receive an email from Hobart, Mark (RNOSCFE) Hobart.Mark@cnfj.navy.mil

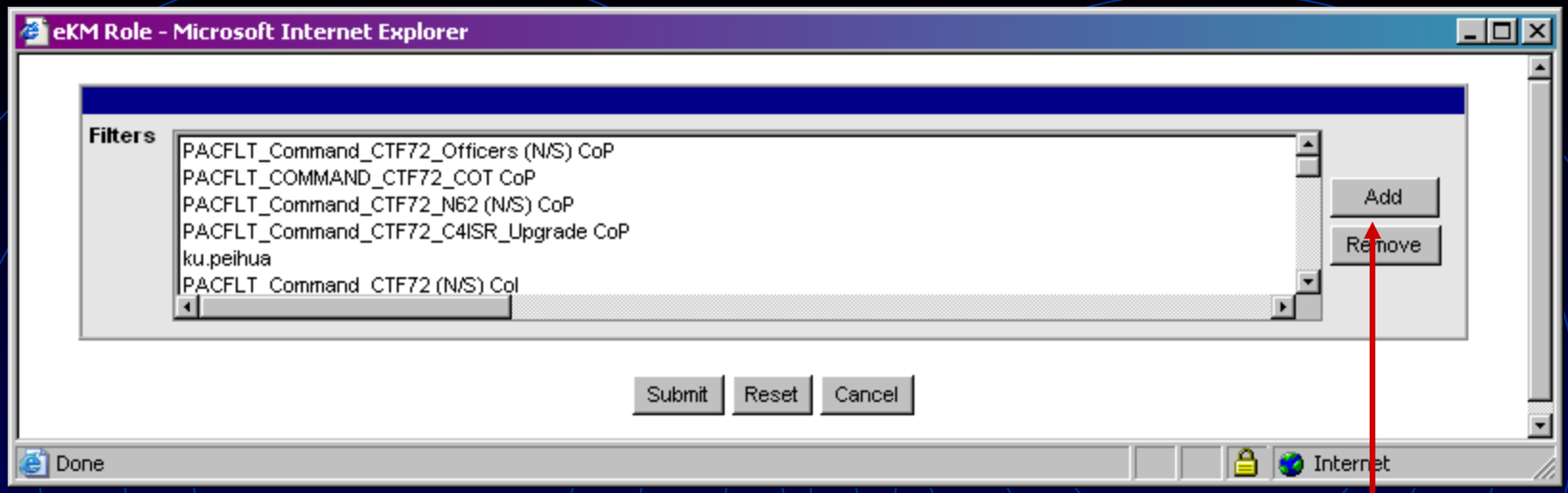
Setting up an eKM account

To establish your communities, click here…

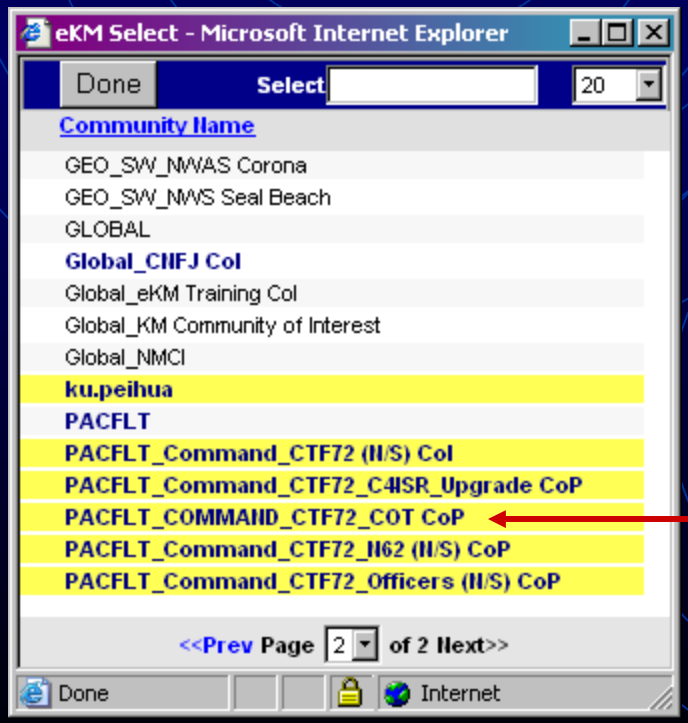

eKM - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
eKM.Sharing
Welcome Documents Actions Links Calendar Out-of-Office Search Communities Admin User Guide
Communities
Deselect All
Select Communities
Filters On Off
Active Communities 20
Details Communities Edited Editor
ku.peihua 09/15/2004 Ku (COMPATRECONFORSEVEN
PACFLT_Command_CTF72 (N/S) CoI 09/30/2004 Hobart (FE eKM Admin), Mr. ...
PACFLT_Command_CTF72_C4ISR_Upgrade CoP 09/29/2004 Hobart (FE eKM Admin), Mr. ...
PACFLT_COMMAND_CTF72_COT CoP 09/30/2004 Hobart (FE eKM Admin), Mr. ...
PACFLT_Command_CTF72_N62 (N/S) CoP 09/29/2004 Hobart (FE eKM Admin), Mr. ...
PACFLT_Command_CTF72_Officers (N/S) CoP 09/29/2004 Hobart (FE eKM Admin), Mr. ...

Select Filters.

Make sure you have Filters on, otherwise you will see everything for all possible communities.

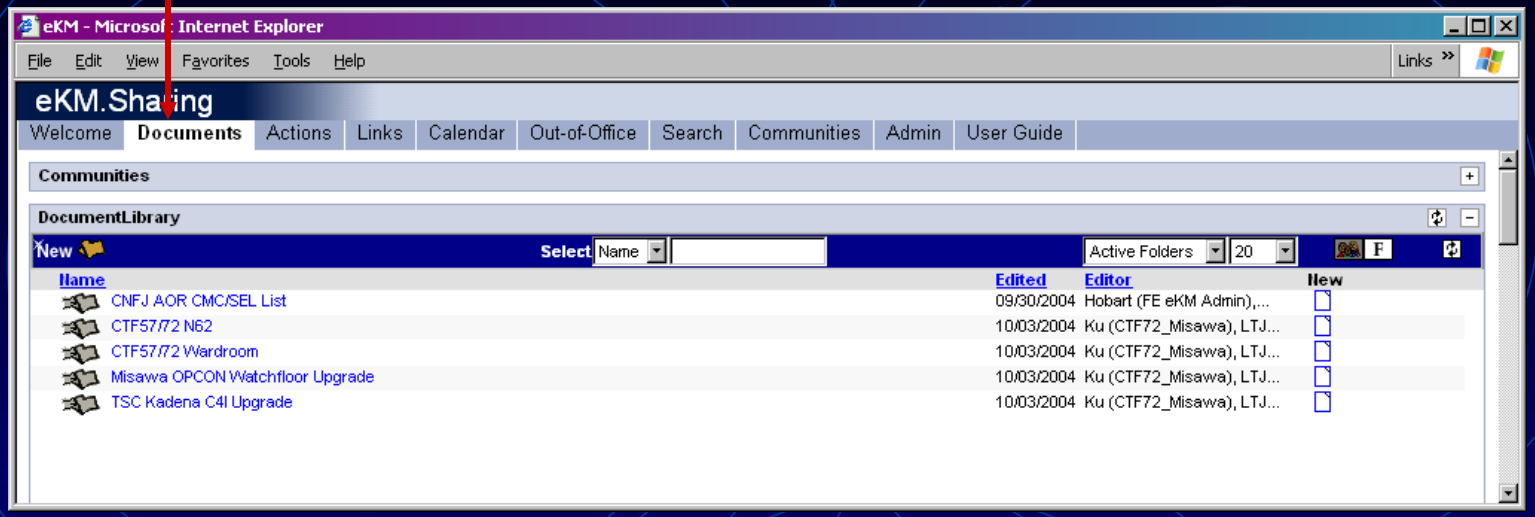


Click to add Communities.



Select the Community you want t
Click Done at the top.
Then Submit in the previous wind

Select Documents to view the folders in your Communities.


eKM - Microsoft Internet Explorer
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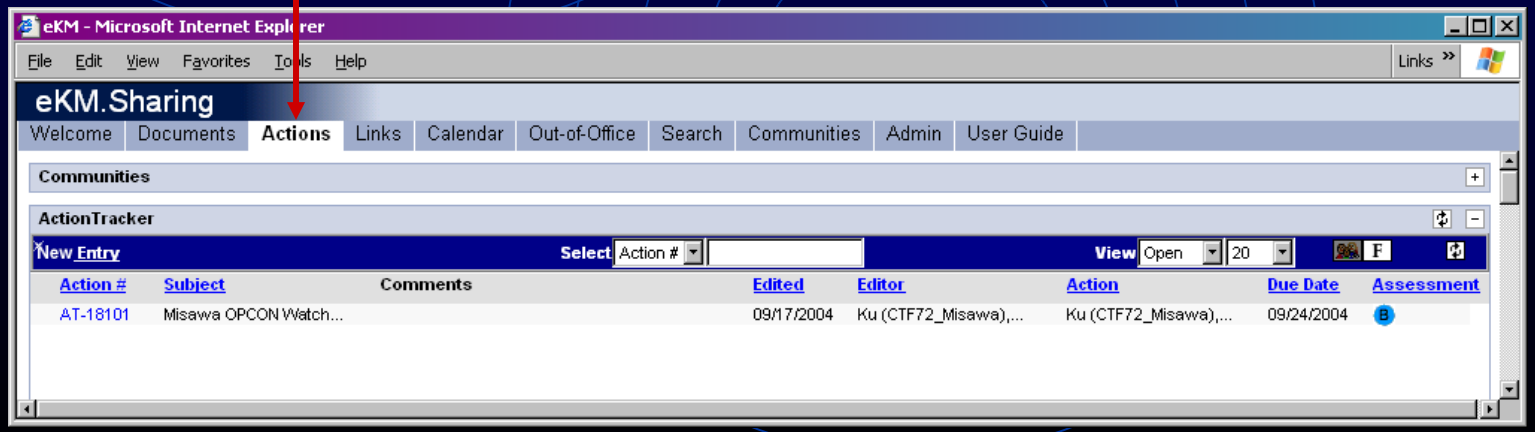
Links
eKM.Sharing
Welcome Documents Actions Links Calendar Out-of-Office Search Communities Admin User Guide
Communities
DocumentLibrary
New
Select Name
Active Folders 20
Name Edited Editor New
CNFJ AOR CMC/SEL List 09/30/2004 Hobart (FE eKM Admin),...
CTF57/72 N62 10/03/2004 Ku (CTF72_Misawa), LTJ...
CTF57/72 Wardroom 10/03/2004 Ku (CTF72_Misawa), LTJ...
Misawa OPCON Watchfloor Upgrade 10/03/2004 Ku (CTF72_Misawa), LTJ...
TSC Kadena C4I Upgrade 10/03/2004 Ku (CTF72_Misawa), LTJ...

Select Actions to view Tasks and Documents being routed


eKM - Microsoft Internet Explorer
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Links
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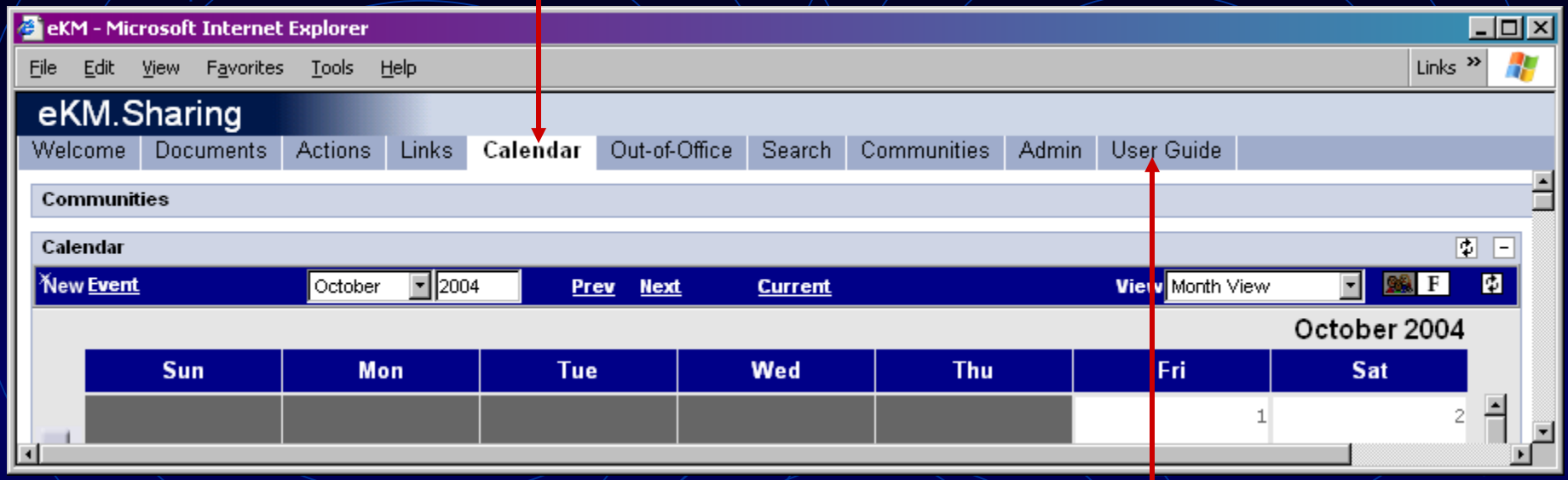
Welcome Documents Actions Links Calendar Out-of-Office Search Communities Admin User Guide
Communities
ActionTracker
New Entry
Select Action #
View Open 20
Action # Subject Comments Edited Editor Action Due Date Assessment
AT-18101 Misawa OPCON Watch... 09/17/2004 Ku (CTF72_Misawa),... Ku (CTF72_Misawa),... 09/24/2004

Select Calendar for shared events.



Select User Guide for help.